

# CYBER-SAFETY USER AGREEMENT FOR STUDENTS

## CYBER-SAFETY AT SUBODH PUBLIC SCHOOL

Dear parent/caregiver,

The measures to ensure Cyber Safety at School is one of our main concern. To assist us in enhancing learning through the safe use of ICTs, here is a document UAF (User Agreement Form) for your perusal and acknowledgement.

Rigorous Cyber Safety practices are in use, including Cyber Safety User Agreement for Staff and Students, which is giving information about remaining safe, when using new technologies. All students will be issued a 'User Agreement Form' and once the signed consent is returned to school, students will be able to use the school ICT equipment's.

Material used and sent will be monitored and filtered through a monitoring software in order to restrict a user from certain websites and data including emails.

Where a student is suspected of making wrong usage, he/she will be debarred from permitting use or a strict action will be taken.

While every reasonable effort will be made on the part of school administration to prevent student's exposure to inappropriate content when using the school's online services, yet it is not possible to completely eliminate the risk of such exposure.

In particular, Subodh Public School cannot filter internet content accessed from home or other locations away from school or on mobile devices used by your ward. School recommends the use of appropriate internet filtering software even at home.

Please contact our ICT Staff if you have any concern about your child's safety in using the internet and ICT equipment's/devices.

### **Important terms :**

'Cyber-safety' refers to the safe use of Internet and ICT equipment/devices, including phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies – such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) – with the intention of harming another person.

'School and preschool ICT' refers to the school's or preschool's computer network, Internet access facilities, computers and other ICT equipment/devices as outlined below.

'ICT equipment/devices' include computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices), CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players) and any other similar technologies.

'Inappropriate material' means material that deal with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment or inciting rumors or hatred.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, Mobile Phones) are used to commit an offence.

Parents\caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices for themselves and the people around them regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/ caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my name.
3. I will keep my password private.
4. While at school or a school related activity I will inform the teacher for any involvement with any ICT material or activity that might put me or anyone else at risk (e.g. Bullying or Harassing).
5. I will use the internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass or in any way harm anyone else, or the school itself, even if it is meant as a joke.
6. I will use my mobile phone/s only at the times agreed to by the school during the school day.
7. I will go online or use the internet at school only when a teacher gives permission and that too in his/her presence.
8. While at school , I will :
  - Access, attempt to access, download, save and distribute only age appropriate and relevant materials.
  - Report any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material I will :
  - Not show others.
  - Turn off the screen or minimize the window.
  - Report the incident to a teacher immediately.
10. To ensure my compliance with copyright laws, I will download or copy files such as music, videos, games, or programs only with the permission of a ICT teacher. If i infringe the Copyright Act 1968, I may be personally liable under this law. This includes downloading such files as music, videos, games and programmes.
11. My privately owned ICT equipment/devices, such as a laptop, mobile phones, USB/ portable drive I bring to school or a school related activity, also is covered by the Use Agreement. Any images or material on such equipment/devices must be appropriate to the school environment.
12. Only with written permission from the teacher will i connect any ICT, or run any software (eg a USB/ portable drive, camera or phone). This includes all wireless/Bluetooth technologies.

13. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
- My full name
  - My address
  - My email address
  - My phone numbers
  - Photos of me and/or people close to me
14. I will accept ICTs and will treat all ICT equipment/devices with care. This includes:
- Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system.
  - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs.
  - Reporting any breakages/ damage to a staff member.
15. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/ or monitoring software to restrict access to certain sites and data, including e-mails.
16. The school may monitor and audit its computer network, internet access facilities, computers and other school ICT equipment/ devices or commission and independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.
17. I will not indulge in the following activities online on social networking sites.
- a. Flaming – Online fight using electronic messages with angry and vulgar language
  - b. Harassment- Repeatedly sending mean or insulting messages.
  - c. Denigration- Sending or posting gossip or rumours about a person to damage his or her reputation or friendships.
  - d. Impersonation- Pretending to be someone else and sending or posting material to get hat person in trouble or danger or to damage a reputation or friendship.
  - e. Outing - Sharing someone's secrets or embarrassing information or image online.
  - f. Trickery – Talking someone into revealing secrets or embarrassing information, then revealing it online.
  - g. Exclusion- intentionally and cruelly excluding someone for an online group.
  - h. Cyber stalking- repeated intense harassment and denigration that includes threats or create significant fear.
18. If I don't follow Cyber safe practices, the school may inform my parents /caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected it may be necessary for the school to inform the police and hold securely personal examination by police. Such actions may occur even if the incidence occurs off –site and/or out of school hours.

## To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that Subodh Public School will:

- Do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on school ICT equipment/devices at school, or at school related activities; and enforcing the cyber-safety requirements detailed in Use Agreement.
- Respond to any breaches in an appropriate manner
- Provide members of the school community with cyber-safety education designed to complement and support the Use Agreement initiative.
- Welcome inquires at any time from parents/caregivers/legal guardians or students about cyber-safety issues.

For the Student: My responsibilities include...

- Reading this Cyber-Safety Use Agreement carefully.
- Following the Cyber-safety strategies and instructions whenever I use the school's ICTs.
- Following the cyber-safety strategies whenever I use privately owned ICT devices on the school site or at any school related activity, regardless of its location.
- Avoiding any involvement with material or activities that could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- Taking proper care of school ICTs. I know that if I have been involved in the damage, loss or theft of ICT equipment/device, I and/or my family may have responsibilities for the cost of repairs or replacements.
- Keeping this document somewhere safe so I can refer to it in the future
- Asking the [relevant staff member] if I am not sure about anything to do with this agreement.



# Subodh Public School

## CYBER-SAFETY USER AGREEMENT

(Validity till school tenure)

We are aware of the school's initiatives to maintain a Cyber-Safe learning environment, hence are submitting this 'Cyber Safety User Agreement'.

Name of Student..... Group/Class.....

Signature of student..... Date.....

For the parents/caregivers/Legal Guardians: My responsibilities include...

- Reading this Cyber-Safety User Agreement carefully and discussing it with my child so we both have a clear understanding of our roles in the school's work to maintain a Cyber-safe environment
- Ensuring this User agreement is signed by my child and by me and returned to the school
- Encouraging my child to follow the cyber safety strategies and instructions
- Contacting the school if there is any aspect of this User Agreement I would like to discuss.

Name of parent/caregivers/legal guardian.....

Signature of parent/caregivers/legal guardian..... Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school.

If it becomes necessary to add/amend any information or rule, you will be advised in writing

**PLEASE RETURN THIS SECTION TO THE SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**

\* Expanded version available on our school website :- [www.subodhpublicschool.com](http://www.subodhpublicschool.com)